



## Safety and Training Coordinator I Safety and Training Coordinator II

### General Information

<b>Classification Code:</b>	MGTANL
<b>Effective Date:</b>	April 12, 2021
<b>Pay Grade:</b>	C41 – C42
<b>FLSA Status:</b>	Exempt

### Position Summary

Under general direction of Operations Managers, the Safety and Training Coordinator plans, evaluates, reviews, coordinates, reports on, and conducts a wide variety of training and safety planning and implementation for the Operations Division. Exercises considerable judgment in planning, coordinating, records maintenance, and reporting on safety and training activities of department staff. Keeps abreast of regulations governing safe work practices and develops or modifies procedures as necessary to ensure practices are compliant with state and federal requirements. Functions as lead facilitator to demonstrate safe work practices, instruction and operation of hand tools, light, and large equipment. Coordinates ongoing CDL training and requirements Performs related duties as assigned.

### Classification Characteristics

The Safety and Training Coordinator position falls under the Management Analyst classification. Management Analysts make process decisions and decide how to best achieve the objectives, standards or guidelines established at higher levels and may include supervision of lower-level support staff or lead responsibilities. The Management Analyst is a broad professional classification that encompasses incumbents engaged in a wide range of analytical, research, budget management, and program management activities.

**Safety and Training Coordinator I** – Employees at this level generally have minimal professional experience and perform more day-to-day routine and reoccurring activities for which there are processes and procedures, models and precedents. As experience is acquired, employees are expected to perform with increasing independence. This level requires a general knowledge of basic analytical processes and program knowledge and the ability to interpret a variety of data.

**Safety and Training Coordinator II** – This is the full journey level in the series. This position differs from the lower-level by the level of complexity, sensitivity, independence, and diversity of assignments. Employees assigned to this classification have full responsibility for a variety of safety and training activities, including developing and/or refining policies, procedures and related items. Employees have also demonstrated the knowledge and the ability to deal independently with complex and sensitive issues; they lead an area of operational function; lead or manage small to mid-sized projects; they work independently with minimal supervision and receive only occasional instructions or assistance as new or unusual situations arise.

After an employee has been employed at the entry level in a flexibly staffed classification for a period of at least one (1) year, the employee may be advanced to the journey level subject to the following:

- The employee meets the minimum qualifications for the journey level.
- The employee is performing journey level duties at an acceptable level.

<b>Essential Duties</b>	
<i>The duties listed below are a typical sample; position assignments may vary.</i>	
1	Develops, implements, coordinates, and supervises department-wide training and safety activities. Reviews equipment operating procedures, technical specifications, and potential hazards for inclusion in safety and training programs. Assures safe and effective operation of light and heavy equipment used by department.
2	Develops safety goals, objectives, policies, and priorities. Plans, organizes, develops, reviews and updates safety policies, guidelines, and standard operation procedures. Makes recommendations to management to minimize risk exposure.
3	Consults with all levels of division staff in assessing safety and training needs and initiatives. Prepares and presents safety training, orientation materials, or any other items such as manuals, videos, booklets, or instructional items for safety training. Develops and administers contracts for professional trainers, consultants, and contractors regarding training and safety issues.
4	Provide employees comprehensive safety and training orientation, including review of OSHA compliance and other applicable regulatory requirements. Responsible for oversight of BOLI Apprenticeship; ensure program compliance, candidate indenture, curriculum certification, all education and training elements, to include documentation for accuracy and completeness.
5	Establishes and maintains education, training and activity files, prepares reports and makes recommendations relative to safety policies and procedures. Advises staff about changes to certification and safety requirements. Maintain records and prepares reports as necessary to ensure compliance with applicable regulations.
6	Review and track division accidents and incidents; lead staff discussion with an aim to promote a culture of incident prevention and risk mitigation; prepare reports on safety violations which may result in disciplinary action. Conduct accident/incident inquiries, including post-incident interviews, reporting procedures and filings/documentation. Coordinate with city risk and safety staff on claims and safety and risk initiatives.
7	Serve as an information resource and advisor for staff regarding safety questions. Represents Operations on department and City-wide safety committees. Responsible for department's emergency preparedness and response activities to Emergency Manager.
8	Ensures timeliness of OSHA required trainings such as: respiratory protection, lock-out tag-out, hazardous communication training, fall protection, blood borne pathogens, confined space rescue training, auditory/hearing protection, forklift training, CPR, work zone traffic control, competent person training, and similar required trainings.
9	Performs other duties of a similar nature or level.

<b>Functional Specific Responsibilities</b>
N/A

<b>Qualifications</b>
<b>Minimum Qualifications:</b> <ul style="list-style-type: none"> <li><b>Safety and Training Coordinator I</b> - Bachelor's Degree in a related field and 0-2 years of relevant professional experience or an equivalent combination of education and experience.</li> <li><b>Safety and Training Coordinator II</b> - Bachelor's Degree in a related field and 2-5 years of relevant professional experience or an equivalent combination of education and experience.</li> </ul>

## Qualifications

### Licensing/Certifications:

- An Oregon Commercial Driver's License (CDL), Class A and endorsements.
- First Aid/CPR Certification
- Traffic Control/Flagging Certification
- Forklift Operator Certification

### Technology Skills:

- Electronic mail software — Microsoft Outlook
- Internet browser software — Web browser software
- Office suite software — Microsoft Office; Microsoft Teams
- Operating system software — Microsoft Windows
- Presentation software — Microsoft PowerPoint
- Project management software — Microsoft Project; Microsoft SharePoint
- Spreadsheet software — Microsoft Excel
- Word processing software — Microsoft Word

### Knowledge Required:

- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote safe and effective operations for the protection of people, data, property, and institutions.
- Law and Government — Knowledge of laws, legal codes, state and federal government regulations, executive orders, and agency rules.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

### Skills:

- Speaking — Talking to others to convey information effectively.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Active Learning — Understanding the implications of new information for both current and future problem-

Qualifications	
<p>solving and decision-making.</p> <ul style="list-style-type: none"> <li>• <u>Instructing</u> — Teaching others how to do something.</li> <li>• <u>Learning Strategies</u> — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.</li> <li>• <u>Coordination</u> — Adjusting actions in relation to others' actions.</li> <li>• <u>Persuasion</u> — Persuading others to change their minds or behavior.</li> <li>• <u>Service Orientation</u> — Actively looking for ways to help people.</li> <li>• <u>Time Management</u> — Managing one's own time and the time of others.</li> </ul>	
<p><b>Abilities:</b></p> <ul style="list-style-type: none"> <li>• <u>Deductive Reasoning</u> — The ability to apply general rules to specific problems to produce answers that make sense.</li> <li>• <u>Inductive Reasoning</u> — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).</li> <li>• <u>Oral Comprehension</u> — The ability to listen to and understand information and ideas presented through spoken words and sentences.</li> <li>• <u>Oral Expression</u> — The ability to communicate information and ideas in speaking so others will understand.</li> <li>• <u>Problem Sensitivity</u> — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.</li> <li>• <u>Written Comprehension</u> — The ability to read and understand information and ideas presented in writing.</li> <li>• <u>Written Expression</u> — The ability to communicate information and ideas in writing so others will understand.</li> <li>• <u>Flexibility of Closure</u> — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.</li> <li>• <u>Information Ordering</u> — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).</li> <li>• <u>Speech Clarity</u> — The ability to speak clearly so others can understand you.</li> <li>• <u>Speech Recognition</u> — The ability to identify and understand the speech of another person.</li> <li>• <u>Category Flexibility</u> — The ability to generate or use different sets of rules for combining or grouping things in different ways.</li> <li>• <u>Number Facility</u> — The ability to add, subtract, multiply, or divide quickly and correctly.</li> <li>• <u>Originality</u> — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.</li> <li>• <u>Visualization</u> — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.</li> <li>• <u>Selective Attention</u> — The ability to concentrate on a task over a period of time without being distracted.</li> <li>• <u>Speed of Closure</u> — The ability to quickly make sense of, combine, and organize information into meaningful patterns.</li> </ul>	

Physical Requirements													
Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)		Occasionally 11-35% (Up to 3 hrs.)		Frequently 36-75% (3-6 hrs.)		Continuous 76-100% (6+ hrs./day)					
		0%	1-10%	11-35%	36-75%	76-100%			0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS							PUSH/PULL						
Standing							0-10 lbs.						

Physical Requirements										
Sitting			X			11-20 lbs.		X		
Walking – Even Surface			X			21-50 lbs.		X		
Walking – Uneven Surface		X				51-75 lbs.	X			
Kneeling		X				76-100 lbs.	X			
<b>MOVEMENTS</b>						<b>ENVIRONMENTAL HAZARDS</b>				
Bending/Stooping		X				Indoors				X
Twisting			X			Outdoors			X	
Crawling	X					Dust		X		
Squatting/Crouching		X				Fumes/Odors/Gasses				
Balancing	X					Chemical Agents	X			
Reach – Overhead		X				Biological Agents	X			
Reach – Forward		X				Noise – Low				X
Reach – Backward		X				Noise – Moderate				X
Climbing – stairs			X			Noise – High			X	
Climbing - ladder	X					Low Light		X		
<b>USE OF HANDS</b>						Heat			X	
Grasping – whole hand			X			Cold			X	
Grasping – pinch grip		X				Restricted workspace	X			
Fine manipulation/feeling	X					Vibration – whole body	X			
Keyboarding				X		Vibration - extremity	X			
<b>LIFT/CARRY</b>						<b>JOB SPECIFIC</b>				
0-10 lbs.			X			Driving – vehicle/equipment			X	
11-20 lbs.		X				Operate foot controls	X			
21-50 lbs.		X				Seeing				X
51-75 lbs.	X					Talking				X
76-100 lbs.	X					Hearing				X
						Extended work hours		X		

Classification History
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Created 03/2021

**I have reviewed the job description.**

**Employee: Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_